

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Behavioral Health	(2) MEETING DATE 6/4/2013	(3) CONTACT/PHONE Cindy Collins, ASM, 788-2932 Amy Olson, ASO II, 781-4729	
(4) SUBJECT Request to approve the renewal contract with Maxim Healthcare Services (Clerk's file) for FY 2013-14 in the amount not to exceed \$33,000 to provide skilled nursing and psychiatric technician personnel to supplement County staff at the County's Psychiatric Health Facility and Jail Facility.			
(5) RECOMMENDED ACTION It is recommended that the Board approve and direct the Chairperson to sign renewal contract with Maxim Healthcare Services for FY 2013-14 in the amount not to exceed \$33,000 to provide skilled nursing and psychiatric technician personnel to supplement county staff at the County's Psychiatric Health Facility and Jail.			
(6) FUNDING SOURCE(S) FC166-Behavioral Health	(7) CURRENT YEAR FINANCIAL IMPACT \$33,000.00	(8) ANNUAL FINANCIAL IMPACT \$33,000.00	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ____ ) <input type="checkbox"/> Board Business (Time Est. ____ )			
(11) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions <input checked="" type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR)  19001278		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP No	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input type="checkbox"/> N/A    Date: <u>06-05-2012</u>	
(17) ADMINISTRATIVE OFFICE REVIEW  Reviewed by Leslie Brown			
(18) SUPERVISOR DISTRICT(S) All Districts -			

# County of San Luis Obispo



TO: Board of Supervisors

FROM: Jeff Hamm, Health Agency Director  
Karen Baylor, Ph.D., MFT, Behavioral Health Services Administrator

DATE: 6/4/2013

SUBJECT: Request to approve the renewal contract with Maxim Healthcare Services (Clerk's file) for Fiscal Year (FY) 2013-14 in the amount not to exceed \$33,000 to provide skilled nursing and psychiatric technician personnel to supplement County staff at the County's Psychiatric Health Facility and Jail Facility.

## **RECOMMENDATION**

It is recommended that the Board approve and direct the Chairperson to sign renewal contract with Maxim Healthcare Services for FY 2013-14 in the amount not to exceed \$33,000 to provide skilled nursing and psychiatric technician personnel to supplement county staff at the County's Psychiatric Health Facility and Jail.

## **DISCUSSION**

The Health Agency contracts with Maxim Healthcare Services, Inc. to provide a pool of skilled healthcare workers to supplement County staff for the County's Psychiatric Health Facility (PHF) and Law Enforcement Medical Care Program at the Jail. The County is required to maintain adequate staffing levels in both facilities for all shifts, 24 hours per day and seven days per week. When gaps in coverage arise from unexpected staff absences due to illness or other forms of leave, registry staff is needed to backfill uncovered shifts. Registry staff is only utilized to cover shifts when permanent staff is unavailable and when resources from the established on-call temporary help lists have been exhausted.

Maxim's staff includes registered nurses, licensed vocational nurses, certified nursing assistants, and psychiatric technicians who are specially trained, experienced, and competent to provide patient care when other resources are not available. As licensed professionals, Registered Nurses act as the shift lead and provide the medical component of psychiatric care including administering medications, providing nursing assessments, and assuring compliance with safety procedures at the PHF. Although registry services experience nursing staff shortages as well, they are for the most part able, on short notice, to provide qualified staff for coverage during employee illnesses, vacations, and position vacancies.

Registry services are only utilized when County staffing is insufficient to meet staffing requirements and there is no available staff from the established on-call extra help lists. Hourly rates for registry services range from \$31.00 to \$68.00, depending on licensure and the shift. Maxim Healthcare Services is the only remaining local healthcare worker staffing agency capable of providing the workers with the proper skills in a 24-hour or less turnaround request period.

The renewal of this contract is dependent upon Board approval of the Health Agency FY 2013-14 budget. Each contract includes language that would allow the County to terminate the agreement in the unlikely event the Health Agency's budgets are not approved with sufficient funding for this use.

## **OTHER AGENCY INVOLVEMENT/IMPACT**

County Counsel has reviewed the contract as to form and legal effect.

## **FINANCIAL CONSIDERATIONS**

The contract establishes the hourly rate for services to be provided by Maxim Healthcare Services. The FY 2013-14 Recommended Budget includes a total not to exceed \$33,000 (500 hours at \$66/hour) to cover nursing registry services supporting both the PHF and Jail. Of this \$33,000 budget, \$29,700 (450 hours) is allocated for use at the PHF and \$3,300 (50 hours) for use at the Jail.

During the current fiscal year, neither the PHF nor the Jail have utilized Maxim to provide nursing registry services.

The budget amounts for both the PHF and Jail are an estimate that is intended to cover the additional staffing capacity not available with existing permanent or temporary staff. Any additional registry costs will be offset by salary savings resulting from the corresponding nursing vacancies.

The costs of registry personnel for the last five fiscal years are presented below:

### **Registry Personnel – PHF**

<b>Actual Cost FY 2008-09</b>	<b>Actual Cost FY 2009-10</b>	<b>Actual Cost FY 2010-11</b>	<b>Actual Cost FY 2011-12</b>	<b>Budget FY 2012-13</b>	<b>Estimated FY 2012-13</b>	<b>Budget FY 2013-14</b>
\$109,137	\$147,389	\$3,275	\$0	\$29,700	\$0	\$29,700

### **Registry Personnel – Jail**

<b>Actual Cost FY 2008-09</b>	<b>Actual Cost FY 2009-10</b>	<b>Actual Cost FY 2010-11</b>	<b>Actual Cost FY 2011-12</b>	<b>Budget FY 2012-13</b>	<b>Estimated FY 2012-13</b>	<b>Budget FY 2013-14</b>
\$188	\$3,234	\$0	\$3,300	\$3,300	\$830	\$3,300

## **RESULTS**

Desired outcomes are to maintain 24-hour minimum staffing levels required for the Psychiatric Health Facility and County Jail during times when there are vacancies in permanent County positions that would ordinarily provide such coverage. Registry workers are also utilized when the availability of extra help staff is inadequate to cover staff illnesses, vacations, and leaves of absence. They may also be utilized when spikes in patient census/acuity necessitate increased staffing levels to assure patient and staff safety, or to provide special accommodation for children or frail elderly admitted to the PHF.

It is anticipated that Maxim Healthcare Services, Inc. will again assist the County, if necessary, in providing adequate staffing levels during FY 2012-13. Appropriate staffing levels are essential in providing proper medical care and in helping to avoid unfortunate medical outcomes and ensuing liability to the County. Providing the most appropriate services to clients increases the probability of positive treatment outcomes. Furthermore, positive treatment outcomes contribute to the wider County vision of a healthy and safe community.

## **ATTACHMENTS**

1. Clerk's Filed Coversheet Maxim 13-14 Contract Renewal